

CITY OF SAN ANTONIO
CAPITAL IMPROVEMENTS
MANAGEMENT SERVICES DEPARTMENT



REQUEST FOR QUALIFICATIONS:
ON-CALL STRUCTURAL DESIGN & ADDITIONAL SERVICES
(RFQ-CIMS0921)

RFQ ISSUE DATE:
September 30, 2009

SUBMITTAL DEADLINE:
OCTOBER 30, 2009 AT 3:00 P.M. LOCAL TIME

TABLE OF CONTENTS

Section	Page Number
I. Background	3
II. Scope of Work	3
III. Term of Contract	4
IV. Pre-Submittal Conference	4
V. Submittal Document Requirements	4
VI. Amendments to RFQ	5
VII. Submission Instructions	6
VIII. Restriction on Communications	6
IX. Evaluation Criteria	7
X. Award of Contract & Reservation of Rights	9
XI. Schedule of Events	10
Form 1 – Respondent Submittal Cover / Signature Sheet	RFQ Attachment 1
Form 2 – Submittal Checklist and Table of Content	RFQ Attachment 2
Form 3 – Respondent General Questionnaire	RFQ Attachment 3
Form 4 – Discretionary Contracts Disclosure Form and Instructions	RFQ Attachment 4
Form 5 – Litigation Disclosure Form	RFO Attachment 5
Form 6 – SBEDA Program, Good Faith Effort Plan and Letter of Intent Form	RFQ Attachment 6
Contract Document Template	RFQ Attachment 7

CITY OF SAN ANTONIO ON-CALL STRUCTURAL DESIGN & ADDITIONAL SERVICES

I. BACKGROUND

The City of San Antonio, Capital Improvements Management Services Department is seeking Statements of Qualifications (SOQ) from qualified firms to provide structural design services on an ON-CALL basis. The services shall include pre-design services, general design services, construction phase services, and close-out services for various City projects.

II. SCOPE OF WORK

Work:

The services for project development provided under this agreement may include, but are not limited to:

1. Pre-Design Services
 - A. Assessment and evaluation of structural systems including:
 1. Building frames.
 2. Lentals – Site holdebacks
 3. Slabs
 4. Retaining walls
 5. Fire alarm system
 6. Analysis to determine if the structural systems are viable.
 7. Determine if modifications or replacement to existing elements are necessary.
 8. Development of a preliminary budget and schedules.
2. Design Services:
 - A. Design the project utilizing all information from the project schematic phase.
 - B. Develop contract documents tailored to the selected delivery method utilizing approved preliminary design documents and cost estimates.
3. Construction phase services:
 - A. Perform necessary site visits to confirm the amount and quality of work.
 - B. Inspect for compliance with requirements of the contract documents.
4. Project close-out and warranty follow-up services:
 - A. Confirm the contractor's compliance with contract documents for project close-out.
 - B. Inspect and verify delivery of all warranty information.
 - C. Verify and update record drawings in an electronic format in accordance with the City's Design Guidance Manual.

General:

The consultant shall be expected to:

1. Identify work to be performed by providing City staff individual task proposals based on needs as directed.
2. State fees for services through individual proposals as negotiated with City staff.
3. Perform services identified by the Task Orders individually negotiated with the City in accordance with consultant Professional Service Agreements.
Invoice the City in accordance to compensation terms negotiated by task order and with consultant Professional Service Agreements.

III. TERM OF CONTRACT

The anticipated term of the proposed on call structural design services agreement(s) is one (1) two (2) year term with one (1) one (1) year renewal option, as authorized by the Ordinance awarding the contract(s) to the recommended consultants. The enabling Ordinance shall identify the total amount of money that may be expended under the contract(s) awarded in connection with this RFQ. The City does not guarantee that all sums authorized will be spent under the on call agreement(s) nor that any minimum amount of work will be authorized. Unless the specific project requirements are determined to preclude a specific consultant from consideration, the Department shall attempt to allocate the work evenly according to competency.

IV. PRE-SUBMITTAL CONFERENCE

A Pre-Submittal Conference will be held on **October 13, 2009 at 10:30 a.m.** at the **Municipal Plaza Building, 9th Floor Conference Room, located at 114 West Commerce St., San Antonio, Texas 78205.** Respondents are encouraged to prepare and submit their questions in writing three (3) calendar days in advance of the Pre-Submittal Conference in order to expedite the proceedings.

City's responses to questions received by this due date may be distributed at the Pre-Submittal Conference and posted on the City's website at <http://epay.sanantonio.gov/RFPListings/>. Attendance at the Pre-Submittal Conference is optional, but strongly encouraged.

This meeting place is accessible to disabled persons. The Municipal Plaza Building is wheelchair accessible. The accessible entrance is located at 114 W. Commerce. Accessible parking spaces are located at City Hall, 100 Military Plaza. Auxiliary aids and services are available upon request. Interpreters for the Deaf must be requested at least 48 hours prior to the meeting. For assistance, call (210) 207-7245 Voice/TTY.

Any oral responses provided by City staff at the Pre-Submittal Conference shall be preliminary. A written summary of the Pre-Submittal Conference shall contain official responses, if any. Any oral response given at the Pre-Submittal Conference that is not confirmed in the written summary of the Pre-Submittal Conference or by a subsequent addendum shall not be official or binding on the City. Only written responses shall be official and all other forms of communication with any officer, employee or agent of the City shall not be binding on the City.

V. SUBMITTAL DOCUMENT REQUIREMENTS

Respondent's submittal shall include the following items in the following sequence:

- A. EXECUTIVE SUMMARY – Respondents shall include a one to two page Executive Summary for the SOQ. The summary shall include a statement of the work to be accomplished and how Respondent proposes to accomplish and perform each specific service.
- B. SUBMITTAL COVER / SIGNATURE PAGE (Form #1) – Respondent shall complete and sign this form, as found in RFQ Attachment 1. Respondent must include the completed Submittal Cover/Signature Sheet with submittal, indexed or labeled as Tab "1". The Submittal Cover/Signature Sheet must be signed by a person, or persons, authorized to bind the entity, or entities submitting the response. Submittals signed by a person other than an officer of the company or partner of the firm shall be accompanied by evidence of authority. Joint ventures require signatures from all firms participating in the joint venture. Joint ventures are required to provide legal proof of the joint venture such as a joint venture agreement as an attachment to their submittal.
- C. SUBMITTAL CHECKLIST AND TABLE OF CONTENTS (Form #2) – Respondent shall complete this form, as found in RFQ Attachment 2, which is to be used as the Table of Contents for its submittal. The checklist shall be indexed or labeled as Tab "2" in submittal.

- D. RESPONDENT GENERAL QUESTIONNAIRE (Form #3) – Completed Respondent General Questionnaire form as found in RFQ Attachment 3, indexed or labeled as Tab “3” in submittal.
- E. DISCRETIONARY CONTRACTS DISCLOSURE FORM (Form #4) – Respondents should complete and submit the form online at <http://www.sanantonio.gov/eforms/atty/DiscretionaryContractsDisclosure.pdf>, print a copy of the completed form and submit as Tab “4” in its ORIGINAL SUBMITTAL ONLY. If Respondent is proposing as a team or joint venture, then each party to that team or joint venture shall complete and submit a separate form with the submittal.
- F. LITIGATION DISCLOSURE FORM (Form #5) – Completed Litigation Disclosure form as found in RFQ Attachment 5 and additional pages for explanation, if necessary, indexed or labeled as Tab “5” in submittal. If Respondent is proposing as a team or joint venture, then each party to that team or joint venture shall complete and submit a separate form with the submittal.
- G. SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY (SBEDA) PROGRAM REQUIREMENTS - Completed Good Faith Effort Plan and Letters of Intent (Form #6) labeled or indexed as Tab “6” in submittal
- H. STATEMENT OF QUALIFICATIONS - Narrative document that covers all items in Section IX. This section is limited to ten (10) pages not including forms and attachments and should be labeled or indexed as Tab “7” in submittal.
- I. ORGANIZATIONAL CHART - Indexed and labeled as Tab “8” in submittal.
- J. RESUMES (Optional) – Indexed and labeled as Tab “9”. Resumes for each key team member shall be limited to a maximum length of two pages (no company information).
- K. LETTERS OF REFERENCE (Optional) – Indexed and labeled as Tab “10”. Respondent may provide a maximum of five (5) letters of reference.
- L. PROOF OF INSURABILITY (Indexed and labeled as Tab “11”): Submit a letter from insurance provider stating provider’s commitment to insure the Respondent for the types of coverages and at the levels specified in the attached Contract Document Template (RFQ Attachment 7) if awarded a contract in response to this RFQ. Respondent shall also submit a copy of their current insurance certificate.

Respondent is expected to examine this RFQ carefully, understand the terms and conditions for providing the services listed herein and respond completely. FAILURE TO COMPLETE AND PROVIDE ANY OF THE ABOVE-REFERENCED DOCUMENTS SHALL RESULT IN THE RESPONDENT’S SUBMITTAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.

VI. AMENDMENTS TO RFQ

Changes, amendments, or written responses to questions received in compliance with Section VIII, Restrictions on Communication may be posted on the City’s website at <http://epay.sanantonio.gov/RFPListings/>. It is Respondent’s responsibility to review this site and ascertain whether any amendments have been made prior to submission of a proposal. A Respondent who does not have access to the Internet, must notify City in accordance with Section VIII, Restrictions on Communication, that Respondent wishes to receive copies of changes, amendments, or written responses to questions by mail or facsimile.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFQ, and changes to the RFQ – if any – shall be made in writing only.

VII. SUBMISSION INSTRUCTIONS

Respondent shall submit one (1) original Qualification Statement, signed in ink, and six (6) printed copies of the submittal, as well as one (1) copy of the submittal in an Adobe PDF format on a compact disk (CD) in a sealed package, clearly marked on the front of the package "RFQ: ON-CALL STRUCTURAL DESIGN & ADDITIONAL SERVICES." All submittals must be received in the City Clerk's Office **no later than 3:00 P.M. local on October 30, 2009** at the address indicated below. Any submittal received after this time shall not be considered.

Mailing Address:

City Clerk's Office, Attn: Capital Improvement Management Services Department
P.O. Box 839966
San Antonio, Texas 78283-3966

Physical Address:

City Clerk's Office, Attn: Capital Improvement Management Services Department
100 Military Plaza
City Hall, 2nd Floor,
San Antonio, Texas 78205

Submittals sent by facsimile or email will not be accepted.

Responses to the solicitation should be complete and well organized. Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Front and back covers, Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information. Resumes should not include project pictures or general firm information. The use of recycled paper is encouraged. Three-ring binders are permitted, and with regards to other types of binding, plastic (not metal) spiral, or "comb" binding is recommended. Unnecessarily elaborate brochures, artwork, bindings, visual aides, expensive paper or other materials beyond that sufficient to present a complete and effective submission are not required. All pages shall be numbered. Margins shall be no less than 1" around the perimeter of each page. Electronic files, websites, or URLs shall not be included as part of the proposal, other than the CD specified above. Each submittal must include the sections and attachments in the sequence listed in the RFQ Section V, Submittal Document Requirements, and each section must be divided by tabs and indexed in the Submittal Checklist and Table of Contents page. Failure to meet the above conditions may result in disqualification of the proposal.

Respondents who submit responses to this RFQ shall correctly reveal, disclose, and state the true and correct name of the individual, proprietorship, corporation, and /or partnership (clearly identifying the responsible general partner and all other partners who would be associated with the contract, if any). No nick-names, abbreviations (unless part of the legal title), shortened or short-hand, or local "handles" will be accepted in lieu of the full, true and correct legal name of the entity. These names shall comport exactly with the corporate and franchise records of the Texas Secretary of State and Texas Comptroller of Public Accounts. Individuals and proprietorships, if operating under other than an individual name, shall match with exact Assumed Name filings. Corporate Respondents and limited liability company Respondents shall include the 11-digit Comptroller's Taxpayer Number on the signature page of the Proposal.

If an entity is found to have incorrectly or incompletely stated its name or failed to fully reveal its identity on the signature page of its proposal, the Capital Improvements Management Services Director shall have the discretion, at any point in the contracting process, to suspend consideration of the proposal.

VIII. RESTRICTION ON COMMUNICATIONS

Once the RFQ has been released, Respondents are prohibited from communicating with City staff regarding the RFQ or Submittals, with the following exceptions:

A. Respondents are prohibited from communicating with elected City officials and their staff regarding the RFQ or submittal from the time the RFQ has been released until the contract is posted as a City Council agenda item. Respondents are prohibited from communicating with City employees from the time the RFQ has been released until the contract is awarded. These restrictions extend to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFQ and/or submittal submitted by Respondents. Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent's submittal from consideration. Exceptions to the restrictions on communication with City employees include:

1. Respondents may ask verbal questions concerning this RFQ at the Pre-Submittal Conference.
2. Respondents may submit written questions concerning this RFQ to the Staff Contact Person listed in the address below until **4:00 p.m. Central Time on October 16, 2009**. Questions received after the stated deadline will not be answered. It is suggested that all questions be sent by electronic mail or by fax to:

Alejandra Lopez, Contract Coordinator, 207-5859 (via fax) or alex.lopez@sanantonio.gov

However, questions sent by certified mail, return receipt requested, will also be accepted and should be addressed to:

Alejandra Lopez, Contract Coordinator
City of San Antonio, Capital Improvements Management Services Department
Contract Services Division
114 W. Commerce Street, Room 900, San Antonio, TX 78205

3. Respondents and/or their agents are encouraged to contact the Small Business Outreach Office of the Economic Development Department for assistance or clarification with issues specifically related to the City's Small Business Economic Development Advocacy Program policy and/or completion of the Good Faith Effort Plan . The point of contact is Ms. Brenda Navarro. Ms. Navarro may be reached by telephone at (210) 207-5442 or by e-mail at Brenda.Navarro@sanantonio.gov. Contacting her or her office regarding this RFP after the proposal due date is not permitted.
4. Respondents may provide responses to questions asked of them by the Staff Contact Person after responses are received and opened. During interviews, if any, verbal questions and explanations will be permitted. If interviews are conducted, Respondents shall not bring lobbyists. The City reserves the right to exclude any persons from such selection committee meetings as it deems in its best interests.

B. City reserves the right to contact any Respondent to negotiate if such is deemed desirable by City.

IX. EVALUATION CRITERIA

The City will conduct a comprehensive, fair and impartial evaluation of all submittals received in response to this RFQ. The City may appoint a selection committee to perform the evaluation. Each submittal will be analyzed to determine overall responsiveness and qualifications under the RFQ. Criteria to be evaluated may include the items listed below. The selection committee may select all, some or none of the Respondents for interviews. If the City elects to conduct interviews, Respondents may be interviewed and re-scored based upon these same criteria, or other criteria to be determined by the selection committee. The City may also request additional information from Respondents at any time prior to final approval of a selected Respondent. The City reserves the right to select one, or more, or none of the Respondents to provide services. Final approval of a selected Respondent is subject to the action of the City of San Antonio City Council.

Evaluation criteria and assigned weights include:

A. Experience of the Prime Firm (30%)

Discuss the experience and qualifications of the prime firm in providing the services outlined in this RFQ. For each project listed, please provide:

- i. Description of the project
- ii. Role of the firm
- iii. Construction dates
- iv. Project owner
- v. Reference information for each project in the following format:
Name of Reference: _____
Reference Phone Number: _____
Reference E-mail: _____

B. Experience & Qualifications of Key Personnel and Subconsultants (25%)

Discuss the experience and qualifications of the specific project team members in providing the services outlined in this RFQ (particularly the Project Manager, and the managers of the key disciplines) including subconsultant experience. Describe your approach to overall team formation and coordination of team members and provide an organization chart.

For each key person identified, list their length of time with the firm and at least two projects in which they have played a primary role. If a project selected for a key person is the same as one selected for the firm, provide just the project name and the role of the key person. For other projects provide the following:

1. Description of project
2. Role of the person
3. Construction dates
4. Project Owner
5. Reference information for each project in the following format:
Name of Reference: _____
Reference Phone Number: _____
Reference E-mail: _____

C. Project Approach/Management Plan (15%)

- i. Describe your firm's project management approach and team organization for the provision of the services outlined in this RFQ.
- ii. Detail the current capacity of key team individuals and the firm's capabilities to complete the services outlined herein.
- iii. Briefly describe the firm's experience on quality control, dispute resolution, and safety management.

D. Overall Evaluation of Team's Ability to Provide Required Services (10%)

This is to be determined by the selection panel members. No submittal response is required.

E. Small Business Economic Development Advocacy Program (SBEDA) (20%)

1. A maximum of ten percentage (10%) points for Local Business Enterprises (LBEs).

Prime contractors who have a local branch office will receive six percent (6%) of the selection points.

Non-local prime contractors can receive points for subcontracting with local businesses proportional to the amount of work performed by those local subcontractors (i.e. – 50% to local = 5 points).

2. A maximum of five percentage (5%) points for companies designated as Historically Underutilized Enterprises (HUEs).

Prime contractors who subcontract with HUEs can receive points proportional to amount of work performed by those HUEs (i.e. – 50% to HUEs = 2.5 points).

HUEs must be certified by the City's certifying agency or approved by the Director of Economic Development or designee.

3. A maximum of five percentage (5%) points for Prime Contractor compliance with the SBEDA Program:
 - i. One percent (1%) for submission/approval of the List of Subcontractors.
 - ii. One percent (1%) for meeting/exceeding the 31% MBE goal.
 - iii. One percent (1%) for meeting/exceeding the 10% WBE goal.
 - iv. One percent (1%) for meeting/exceeding the 2.2% AABE goal.
 - v. One percent (1%) for meeting/exceeding the 50% SBE goal.

X. AWARD OF CONTRACT AND RESERVATION OF RIGHTS

City reserves the right to award more than one, or no contract(s) in response to this RFQ.

- A. The Contracts, if awarded, will be awarded to the Respondents whose submittals are deemed most advantageous to City, as determined by the selection committee, upon approval of the City Council.
- B. City may accept any submittal in whole or in part. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFQ on the part of City. However, final selection of a Respondent is subject to City Council approval.
- C. City reserves the right to accept one or more submittals or reject any or all submittals received in response to this RFQ, and to waive informalities and irregularities in the proposals received. City also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.
- D. In the event the parties cannot negotiate and execute a contract within the time specified by the City, the City reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent.
- E. This RFQ does not commit City to enter into a Contract, award any services related to this RFQ, nor does it obligate City to pay any costs incurred in preparation or submission of a response or in anticipation of a contract.
- F. The successful Respondent must be able to formally invoice the City for services rendered, incorporating the SAP-generated contract and purchase order numbers that shall be provided by the City. The City administers its design and construction management through an Internet-based management system. All vendors will be required to use the City's portal system and submit schedules using Primavera Project Manager 5.X or Primavera Contractor 4.1 or above.
- G. Conflicts of Interest. Respondent acknowledges that it is informed that the Charter of the City of San Antonio and its Ethics Code prohibit a City officer or employee, as those terms are defined in the Ethics Code, from having a financial interest in any contract with City or any City agency such as City-owned utilities. An officer or employee has a "prohibited financial interest" in a contract with City or in the sale to City of land, materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale: the City officer or employee; his parent, child or spouse; a business entity in which he or his parent, child or spouse owns ten percent or more of the voting stock or shares of the business entity, or ten percent or more of the fair market value of the business entity; or a business entity in which any individual or entity above listed is a subcontractor on a City contract, a partner or a parent or subsidiary business entity.

- H. Respondent is required to warrant and certify that it, its officers, employees and agents are neither officials nor employees of the City, as defined in Section 2-42 of the City's Ethics Code. (Discretionary Contracts Disclosure – Form 4 in RFQ).
- I. Independent Contractor. Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, is (are) and shall be deemed to be an independent contractor(s), responsible for its (their) respective acts or omissions, and that City shall in no way be responsible for Respondent's actions, and that none of the parties hereto will have authority to bind the others or to hold out to third parties, that it has such authority.
- J. Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods, or services with the City, shall file a completed conflict of interest questionnaire with the City Clerk not later than the 7th business day after the date the person: (1) begins contract discussions or negotiations with the City; or (2) submits to the City an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the City. The conflict of interest questionnaire form is available from the Texas Ethics Commission by accessing either of the following web addresses:

http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm <http://www.ethics.state.tx.us/forms/CIQ.pdf>.

Completed conflict of interest questionnaires may be mailed or delivered by hand to the Office of the City Clerk, if mailing a completed conflict of interest questionnaire, mail to Office of the City Clerk, P.O. Box 839966, San Antonio, TX 78283-3966. If delivering a completed conflict of interest questionnaire, deliver to: Office of the City Clerk, City Hall, 2nd floor, 100 Military Plaza, San Antonio, TX 78205. Respondent should consult its own legal advisor with questions regarding the statute or form.

- L. All submittals become the property of the City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted on the page(s) where confidential information is contained; however, the City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law, or pursuant to a Court order.
- M. Any cost or expense incurred by the Respondent that is associated with the preparation of the submittal, the Pre-Submittal Conference, if any, or during any phase of the selection process, shall be borne solely by Respondent.

XI. SCHEDULE OF EVENTS

The following tentative schedule has been prepared for this project.

Pre-Submittal Conference	October 13, 2009
Deadline for Submission of Written Questions	October 16, 2009
Responses due	October 30, 2008
Anticipated City Council Consideration	November, 2009

Final approval of a selected firm(s) is subject to the action of the San Antonio City Council.